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... USE THE ONLINE LIBRARY

The Third Avenue Photography Library is simple to use. The following is a guide to help you use it successfully. We strongly recommend that you read our Terms & Conditions included with this and also available in the How to ...Section of the site.

Please note: In order to use the library, an account and/or subscription password is needed. You can obtain this by calling us on 0207 336 7222 or by e-mailing us at library@third-avenue.co.uk. We do not accept credit card payments for subscription payment. Responsibility for the security of an individual's password and access to the library is the sole responsibility of the customer

Please remember that the images in the library are editorial and should be used to illustrate subjects relating to the context in which the pictures were taken.

THE IMAGES

The Library consists of two categories of pictures, Repro & Subscription, which sit concurrently within the library. Repro pictures are denoted by a red dot. (At present there are no Repro only pictures in the Library but they will be added throughout the coming year as we add other photographers work to our library.)

To buy images from the library you will need an account, which will be set up for you on a subscription or repro basis.

As a Repro customer you will be charged for all pictures that you order (all images in the library will have the red dot).

If you hold a Subscription to the library then you can order pictures from the subscription library for free. However, if you order pictures from the Repro Only library (those with a red dot), you will be charged the full usage fee.

FINDING IMAGES

Using Browse To Look For Generic Images:

When searching for generic images, go to browse and select the category that best describes the photograph you are looking for, i.e.: construction. Then click on a sub-category i.e.: builders. This should then display all images in that category. (For instructions on how to order or use the image in the light-box, read below.)

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Using Search To Look For Generic Images:

When searching for non-specific images, go to search and type in a word that best describes the image that you are looking for i.e.: police.

Using Search To Look For Specific Images:

When searching for specific images, go to search and type in a number of words that best describe the image that you are looking for i.e.: 'housing' 'sheltered' 'elderly'. You can also edit the images by removing keywords from the search using a minus symbol i.e.: 'housing' – 'elderly'. This search will pull up all photographs of housing, but not those including elderly people or issues within the frame.

You may also use the search facility if you already know the coded number of the image you are looking for. For example, typing in jw387 (do not append the file-suffix, i.e. jpg) would display that particular image – that of a polling station.

Using The Light-box:

Most categories & searches will produce many images but the lightbox will help you make a quick first edit, based on which shots catch your eye. As you scroll through the selection found in browse or search click on a thumbnail that interests you. This will show the image in a larger format, the so called single image display, together with the caption & other relevant information. Clicking on the lightbox button above the image will save the image to your own personal lightbox.

In this lightbox you can choose four images to view in larger size for direct comparison.

You can also order your pictures directly from your own edit (i.e. your lightbox) by clicking on one of the four larger images, which will bring up the single images display for this image.

You can choose up to 48 images. This enables you to give your password to your designer or client and have them view/edit the selection of images you have chosen.

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ORDERING IMAGES

Using Add To Order:

When you have found an image that fits your requirements, you can place an order for that image. Click on the thumbnail (or lightbox size image) to bring up the single image display. A new page will display the image with the order form to the right. Here you can tick the image size you wish to order.

Images are available as digital scans in three sizes, full A4, half A4, quarter A4 with the total file size shown next to it. You can order each size of picture as a download or a mailorder. Scans ordered as mail order will be burnt to CD and mailed to arrive to you within 2 working days. This will incur a £25 Service Fee per order. Scans ordered as download can be downloaded directly from the final order confirmation page and will not incur a service fee.

Most images are also available as framed prints. These cost £ 60 inc P&P. More information on the types of framed prints can be found in the online brochure under 'framing service'.

When you have chosen your file size click on the 'add to order' button. This will bring up your order with all images you have chosen in this order with their relevant sizes and the total price incl. VAT and Service Fees. You can change the sizes by simply clicking on the corresponding tick boxes. The order page will be refreshed with all prices recalculated. You can also choose more images by doing another browse, going back to your search or viewing more images in your lightbox, your order will stay the same.

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DOWNLOADING IMAGES

When you have completed your order, click on the 'buy now' button on the order page.

This is a confirmation of your order and results in your account being billed. You also get sent a confirmation email for mail order images, if you have supplied a valid email address.

After you've clicked the 'buy now' button you'll get a new page, the download page.

To download the images from your order you will need to click on the underlined image filename next to the pictures you wish to download. You can download more than one images simultaneously by clicking on their respective file names. If your browser asks you what to do with the file, simply tell it to download it to your desktop.

The download images are supplied as jpeg files. In case they open in a new browser window, simply choose 'save as' from the file menu.

With the download you will get sent a confirmation email if you have supplied a valid email address.